

# East Longmeadow Public Schools

## Epidemic / Pandemic Protocol

UPDATED 10-14-09

### **SCHOOL TO STATE INFORMATION:**

- 1.) Control and Surveillance Measures for All Schools designed to help prevent the spread of flu in schools and should be followed all the time, not only during flu outbreak. "Flu Symptom Checklist" and H1N1 swine flu information for parents under District School documents on ELPS website.
- 2.) Prevention and Education: Emphasize and remind student/staff about proper hand washing and cough etiquette in preventing the spread of diseases. Demonstrate and teach these measures whenever possible.
- 3.) Employee observes student or staff with symptomatic conditions.
- 4.) Student or staff is sent to the school nurse. If there are no confirmation of symptoms, the student/staff may return to class/work.
- 5.) Discovery of Symptoms: Flu-like illness consists of fever of 100.4 or greater with cough and/or sore throat. Additional symptoms include: runny nose, stuffy nose, headache, body aches, feeling tired and sometimes vomiting and diarrhea.  
\*\*\*If symptoms are confirmed by the nurse, continue protocol:
- 6.) Any individual who the nurse identifies as a suspected, probable or confirmed case of the flu shall be excluded from school/work for at least 24 hrs after he or she is free of fever without the use of fever reducing medication such as Ibuprofen or Acetaminophen; usually 3 to 5 days in most cases. Commissioner of DPH ordered these exclusion requirements for schools/work dated 8-27-09.
- 7.) School nurse notifies school building principal of confirmation of symptoms.  
Principal will report cases to Superintendent and Transportation Manager (if student is a bus student-include bus number). Also see number 10.
- 8.) Parents/guardians are notified to pick up student immediately. Keep individual in a separate room, or area, if possible, until they can be dismissed to parent. If coughing, apply surgical mask to student, if available. Distribute the "Flu Symptom Checklist" to parent/guardian. Encourage them to contact pediatrician to report symptoms.
- 9.) School nurses will keep track of students excluded due to flu-like symptoms-so potential outbreaks can be identified quickly. Clusters of cases will be reported to Nursing Supervisor who will report to Superintendent immediately. This information will be shared with school physician and Local Board of Health Agent.
- 10.) If student rides the bus, the **Transportation Manager will inform the bus driver** and no transportation will be provided until further notice.
- 11.) Student's teachers will be informed by **the Principal** of temporary Medical exclusion.
- 12.) Students/staff excluded due to illness will be encouraged to avoid public gatherings and not allowed to attend activities on campus.
- 13.) School Nurse must assess child/staff upon returning to school/work. If fever of 100.4 or greater persists, the child/staff must be dismissed to parent for an additional 24 hrs without fever without the use of fever reducing medication.
- 14.) Once the nurse determines child/staff may return to class/work, **the Principal** will notify teachers and transportation; bus transportation may be resumed.
- 15.) Superintendent maintains communications with Nursing Supervisor/Local Board of Health Agent/School Physician.
- 16.) Routine cleaning is sufficient. Disinfectant products will be used on hard, nonporous surfaces such as door knobs, handles, tables, floors, etc.

**STATE TO SCHOOL INFORMATION:**

- 1.) State Health Dept. notifies Local Health Department / Local Health Agent of confirmed student/staff.  
(State may notify school nurses directly).
- 2.) Board of Health / Local Health Agent notifies Superintendent of Schools
- 3.) Superintendent notifies building principal/ Nursing Supervisor/School Committee /School physician/District Partners.